

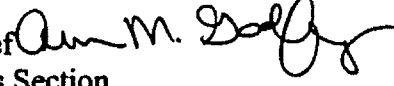


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 4
ATLANTA FEDERAL CENTER
61 FORSYTH STREET
ATLANTA, GEORGIA 30303-8960

MEMORANDUM

DATE: November 10, 2014

SUBJECT: Selection Process for Hydrologic Modifications Expert Position

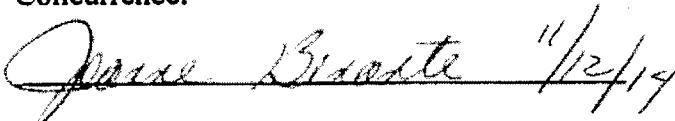
FROM: Annie M. Godfrey, Chief 
Water Quality Standards Section

TO: Joanne Benante, Chief
Water Quality Planning Branch

The position of the Hydrologic Modifications Expert is being filled to meet a critical need in the Water Protection Division. The position will be advertised in USA Jobs and is open to all eligible GS-13's and 14's at EPA Region 4. Ralph Abele, the Region 1 flow expert, is the Subject Matter Expert. The interview panel will consist of three GS-14 employees from EPA Region 4 - Maurice Horsey, Nestor Young, and me.

The process for conducting interviews and making the selection is as follows. Panel members will receive the information submitted through USA Jobs. Panel members will meet prior to the first interview to discuss the interview process. All applicants will have the same amount of time to respond to the questions listed below. After the interviews are completed, comments from the panel members will be solicited. The panel will identify the top candidate(s). The attributes of each these candidates will be discussed with you including a recommendation for selection. After, the Water Executive Team will be briefed on the process that was used accompanied by a discussion of the selected applicant.

Concurrence:

 11/12/14

Joanne Benante, Chief
Water Quality Planning Branch

Hydrologic Alterations Expert Interview Questions

Open Ended

1. How would your experience with flow and hydrologic modifications issues contribute to your duties of providing advice and technical guidance to states, tribes and other federal agencies?
2. What would be your top priorities as the hydrologic modifications expert?
3. How would you work with others in the Water Protection Division and other Region 4 on flow and hydrologic modifications issues?
4. Tell us about a recent successful experience in making a speech or presentation. How did you prepare? What obstacles did you face? How did you handle them?

Situational

5. How would you handle a situation where a state is reluctant to adopt water quality standards for flow and hydrologic modifications?
6. You are in a situation where you disagree with a decision made by management on a particular matter. How do you proceed and what would be your method of resolution?
7. Your supervisor and the Division Director have given you two, different, high priority projects to work on immediately. How would you handle this situation?

Behavioral

8. Describe a situation where you had to provide leadership in a group that includes a range of technical expertise and levels of staff and management?
9. Describe a time when you were a team or workgroup leader and there was a conflict between two other members of the group. How did you handle the situation?
10. We are looking for someone who can work with little supervisory oversight. Please share with us an example where you identified a problem and took the initiative to address the situation.

Wrap Up

11. Do you have any questions for us?